

# M S P



## MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

**CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

**POSITION TITLE: DISTRICT TRAFFIC MANAGER**

**SALARY: \$10,702 - \$12,157**

**LOCATION: DISTRICT 7 – LOS ANGELES**

**DIVISION: DIVISION OF OPERATIONS**

**FINAL FILING DATE: NOVEMBER 30, 2016**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Division Chief of Operations, a Principal Transportation Engineer, the incumbent serves as the District Traffic Manager and the single focal point for planned activities on the State Highway System and incident management in the District. Responsibilities include reviewing Transportation Management Plans related to Construction, Maintenance, Encroachment Permits and Special Events on the State Highway System in the District. The incumbent manages the District's Planned Lane Closure Review, Transportation Management Center Operations and Traffic Management Team Programs. The incumbent must be available on a 24/7 schedule to respond to emergencies and major incidents.

Duties and activities include, but are not limited to:

- Provides technical direction, guidance and leadership for the operations of Los Angeles Regional Transportation Management Center (LARTMC). Plans, implements and directs work activities tied to Transportation Systems Management & Operations (TSMO) strategies and performance based decisions in conjunction with Caltrans' Vision, Strategic Management goals and business needs of the Traffic Operations Program.
- Directs the development of a project specific Traffic Management Plan (TMP) during the Project Development process and provides traffic management consultation to construction field personnel for Capital Outlay projects. Oversees the TMP process from project initiation to contract completion. Reviews and approves the TMP prepared by outside entities for Capital Outlay projects within State's right of way.
- Manages the District's Traffic Management Team Program for traffic management activities at major incidents, special events and supporting Construction and Maintenance planned lane closures. Oversees the Planned Lane Closure Review unit to evaluate and approve all lane closure requests on Lane Closure System.
- Assists the Deputy District Director during the operation of the District's Emergency Operations Centers. Participates in emergency planning and operations.
- Manages Personnel and Operating Expense budget for the Office of District Traffic Manager.
- Oversees the management of Metro's Freeway Service Patrol Program.
- Represents Caltrans in oral presentations to local agencies and communities on the elements and strategies of a TMP for specific projects.
- Attends weekly staff meetings, District Project Management Information meetings and District Staff meetings on a regular basis.

#### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. and

#### **Either I**

**Experience:** One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. and

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Caltrans' Equal Employment Opportunity (EEO) and labor relations objectives; a manager's role in safety, health, EEO, and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports;

prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans' safety, health, EEO, and labor relations objectives.

### **STATEMENT OF QUALIFICATIONS/EVALUATION CRITERIA**

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

- 1) Knowledge of traffic flow theories, traffic engineering, traffic impact analysis, factors and policies that influence system performance. Experience in real-time, multi-modal, multi-jurisdictional TSMO strategies, technologies and enabling innovations.
- 2) Knowledge of federal and state transportation laws, regulations, policies and funding covering all transportation modal program elements. Roles, relationships, authorities and opportunities of state, federal and local governments in planning and development of safe, sustainable, integrated transportation systems.
- 3) Knowledge of manager's responsibility in promoting equal opportunity in hiring, retention, professional staff development, promotion and succession planning.
- 4) Ability to support, promote, and ensure alignment with organization's vision and values, as well as promote performance based decisions.
- 5) Ability to take intelligent risks and to support staff in taking intelligent risks; anticipate the implications and consequences of situations and decisions, and prepare for possible outcomes.
- 6) Ability to build and strengthen coordination with Caltrans' internal and external partners including other programs, districts, cities, counties and regional agency staff and officials, the Federal Highway Administration, other state agencies including the California Highway Patrol, industry advocacy groups and the business community.
- 7) Ability to participate in public forums representing Caltrans; communicate effectively, orally and in writing, represent Caltrans in advanced transportation systems matters and serve in a consulting capacity with other Caltrans functional areas (i.e., Project Delivery, Maintenance, and Planning, etc).
- 8) Ability to lead, supervise, motivate, delegate responsibility, enable and empower staff to pursue innovative solutions, to make independent informed decisions and to take prudent course of action. Experience and skills to manage workflows of multi-disciplinary teams of professionals to accomplish complex project objectives.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the minimum qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 16MSP56**
- Faxed applications will not be accepted.

- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- “Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**”

The State application and Statement of Qualifications must be received or postmarked by the final file date of **November 30, 2016**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Ashley Worley (16MSP56)  
1727 30th Street, MS-90  
Sacramento, CA 95816**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Ashley Worley at (916) 227-1828.

#### **ELIGIBILITY INFORMATION**

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments.

#### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*